

**TOWN OF HERNDON
REAL ESTATE TAX**

Electronic Funds Transfer Agreement Form

Please enter the following information as shown on your Town of Herndon Real Estate Tax Bill

Customer Name: _____

Account Number: _____

Property Address: _____

Daytime Phone: _____

Email Address: _____

Bank Account Information

Name of Financial Institution: _____

Routing Number: _____

Account Number: _____

- If you are authorizing payment from a **checking account**, please attach a **voided check** with this form.
- If you are authorizing payment from a **savings account**, please attach a **pre-printed deposit slip**.

I authorize the Town of Herndon to automatically deduct payment from the account specified for my Town of Herndon real estate taxes. I understand that the payment will be deducted in two installments due July 28th and December 5th. I also understand I will be subject to a return check fee of \$50.00 if the account has insufficient fund at the time of the electronic funds transfer, penalty of ten percent and interest of ten percent per annum will be assessed until all taxes have been paid in full. Should I wish to cancel authorization of the electronic funds transfer it is my responsibility to notify the Town of Herndon's Revenue Department in writing at least two weeks prior to the real estate tax due date.

I understand this authorization takes effect with the upcoming billing statement.

Signature

Authorized Signature (Primary): _____

Authorized Signature (Joint): _____

Please attach a voided check or preprinted deposit slip to this form:

Town of Herndon
Revenue Department
777 Lynn Street
Herndon, Virginia 20170-4602
(703)435-6813
revenue@herndon-va.gov